

# Financial Management Policies

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## **Budgetary Practices**

1. **Operating Budget Practices:** Each department and division prepares its own budget for review by the City Manager. The budget is approved in the form of an appropriations ordinance after the Mayor and Council has conducted advertised public hearings. *The Operating Budget is adopted at the fund level.* During the year, it is the responsibility of the City Manager to administer the budget. The legal control, which the budget ordinance establishes over spending, is set up under Generally Accepted Accounting Principles. The City Manager has the authority to transfer budgeted amounts between departments within any fund, but changes in the total appropriation level for any given fund can only be enacted by the Mayor and Council through an amendment to the current appropriations ordinance. The City will strive to adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues. As a management policy, budgetary control is maintained in the General, Special Revenue, and Enterprise Funds at the program level by the encumbrance of estimated purchase amounts prior to the release of purchase orders to vendors. Purchase orders that result in overruns of balances are not processed until sufficient appropriations are made available through approved intrafund transfers. Encumbered amounts at year-end are recorded as a reservation of fund balance and are reflected as an adjustment to the ensuing year's budget. A six-year projection of revenues and expenditures for the General, Special Revenue, and Enterprise Funds is prepared each fiscal year to provide strategic perspective to each annual budget process.
2. **Fund Structure:** The accounts of the City are organized into funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures (or expenses, as appropriate). Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be expended and the means by which spending activities are controlled. The City uses governmental funds and enterprise funds. Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use, and balance of the City's expendable financial resources and the related liabilities (except for those accounted for in the enterprise funds) are accounted for through governmental funds. The City's governmental funds are the General Fund, the Special Revenue Funds, the Capital Projects Fund, and the Debt Service Fund. The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are restricted by legal and regulatory provisions or budgeted contributions from outside sources to financial specific activities. The City's Special Revenue Funds are the Special Activities Fund and the Community Development Block Grant Fund. The Capital Projects Fund is used to account for financial resources used for the acquisition or construction of major capital facilities and general capital construction, including streets, parks, and public buildings (other than those financed by enterprise funds). The Debt Service Fund, which includes special assessments, is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The enterprise funds are the Water Facility Fund, the Sewer Fund, the Refuse Fund, the Parking Fund, the Stormwater Management Fund, and the RedGate Golf Course Fund. The relationship between all of the funds of the City of Rockville is listed below. Specific details of each fund are located in the Fund Summaries section.

### Governmental Funds:

General Fund

### Special Revenue Funds:

Special Activities Fund

Community Development Block Grant Fund

Capital Projects Fund

Debt Service Fund

### Enterprise Funds:

Water Facility Fund

Sewer Fund

Refuse Fund

Parking Fund

Stormwater Management Fund

RedGate Golf Course Fund

# Financial Management Policies

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3. **Basis of Budgeting:** Budgets for governmental and proprietary (or enterprise) funds are adopted on a basis consistent with Generally Accepted Accounting Principles. Accordingly, all governmental fund budgets are presented on the modified accrual basis of accounting and therefore, all unencumbered annual appropriations lapse at fiscal year end. Under this method of accounting, revenue and other governmental fund resources are recognized in the accounting period in which they become susceptible to accrual – that is, when they become both “measurable and available” to finance current operating expenditures for the fiscal period. In applying the susceptible to accrual concept to real and personal property tax revenue recognition, “available” means property tax revenue is recognized currently if levied before the fiscal year-end and collected by intermediaries within 60 days after the fiscal year-end. Utility and franchise fees, licenses and permits, fines and forfeitures, charges for services, and miscellaneous revenue (except investment earnings) are recorded as revenue when cash is received because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are both measurable and available. For grant revenue such as the Community Development Block Grant (CDBG) program, which is dependent upon expenditures by the City, revenue is accrued when the related expenditures are incurred. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which are recognized when due. The enterprise fund budgets are presented on the full accrual basis of accounting. Under this method of accounting, revenue is recognized when earned and expenses are recognized when they are incurred. For example, earned but unbilled utility revenues are accrued and reported in the financial statements. Enterprise fund capital purchases are budgeted in the operating budget and recorded as expenses during the year; at year-end, they are capitalized for financial statement purposes.
4. **Capital Improvements Program (CIP) Practices:** Along with the operating budget, the City Manager submits a CIP to the Mayor and Council. This document provides for improvements to the City’s public facilities for the ensuing fiscal year and five years thereafter. The first year of the plan establishes a capital budget for the new fiscal year. The remaining five years serve as a guide for use in determining probable future debt issuance needs and operating cost impacts. *The Capital Budget is adopted at the fund level.* CIP expenditures are accounted for in the Capital Projects Fund or the appropriate enterprise funds and are funded by a variety of sources. The City strives to maintain a high reliance on “pay-as-you-go” financing for its capital improvements in order to maintain debt within prudent limits. The City’s most recent bond ratings received with general obligations issued in 2001 are “Aa1” issued by Moody’s Investors Service and a Standard and Poor’s rating of “AA+”; both are considered enviable ratings.

## **Cash Management/Investment Practices**

1. All cash is combined into one pooled operating account to facilitate effective management of the City’s resources.
2. The City is authorized to invest in any and all types of investments except where specifically prohibited by Maryland statutes. Permissible investments are federal obligations, including repurchase agreements supported by federal obligations.

## **Accounting, Auditing, and Reporting Practices**

1. The basis of accounting within governmental fund types used by the City of Rockville is modified accrual as well as the “current resource measurement focus.” Under this method of accounting, revenue is recorded when susceptible to accrual, such as when measurable and available for the funding of current appropriations. All enterprise funds follow the accrual basis of accounting, as well as the “capital maintenance measurement focus.” Under this method of accounting, revenues are recognized when earned, as billed and unbilled, and expenses are recorded when incurred.

# Financial Management Policies

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## **Accounting, Auditing, and Reporting Practices, continued**

2. The City places continued emphasis on maintenance of an accounting system which provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurances regarding both the safe-guarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and reports, such as the budget and the *Comprehensive Annual Financial Report*, as well as the maintenance of accountability of assets.
3. An independent audit of the City of Rockville is performed annually.
4. The City of Rockville issues a *Comprehensive Annual Financial Report* in accordance with Generally Accepted Accounting Principles outlined by the Governmental Accounting Standards Board.

## **Revenue and Expenditure, Capital Financing, and Debt Management Policies**

In June 1989, the Mayor and Council adopted a set of fiscal policies regarding the projection of revenues and expenditures, capital financing, and debt management. As part of the FY 1999 budget process, the Mayor and Council reviewed these policies. The Mayor and Council adopted the revised policies, listed below, in May 2001. The introduction of the Capital Improvements Program provides details of the City's compliance with the Capital Financing and Debt Management Policies, see page 5 in the CIP overview section.

## **Revenue and Expenditure Policies**

1. The City will strive to adopt an annual General Fund budget in which expenditures, net of pay-as-you-go capital project contributions, do not exceed projected revenues.
2. A five-year projection of revenues and expenditures for the General, Enterprise, and Debt Service Funds is prepared each fiscal year to provide long-range, strategic perspective to each annual budget process.
3. On an annual basis the City will set fees and rates for the enterprise funds at levels which fully cover total direct and indirect operating costs, and all capital outlay and debt service, except where the City is not the sole provider of the service and competitive rates must be taken into consideration. In these instances, fees and rates must at least cover all direct and indirect operating expenses.

## **Capital Financing and Debt Management Policies**

1. Long-term borrowing will not be used to finance current operations or normal maintenance.
2. All debt issued, including by lease-purchase methods, will be repaid within a period not to exceed the expected useful lives of the improvements financed by the debt.
3. The City will not issue tax or revenue anticipation notes.
4. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.
5. The City will maintain its net tax-supported debt at a level not to exceed 0.8 percent of the assessed valuation of taxable property within the City.
6. The City will strive to ensure that its net tax-supported debt per capita does not exceed \$700. The City will strive to ensure that the combined total of its direct net bonded debt and its attributed share of overlapping debt issued by Montgomery County does not exceed \$2,000 per capita.
7. The City will strive to ensure that its net tax-supported debt per capita as a percentage of federal adjusted gross income does not exceed two and one-half percent.
8. The City will maintain its annual net tax-supported debt service costs at a level less than 15 percent of the combined expenditure budgets (net of interfund transfers) for the General, Special Revenue, and Debt Service Funds.
9. The City will maintain an unreserved undesignated General Fund fund balance at a level not less than 15 percent of annual General Fund revenue. The reduction of the fund balance from its current required level of 25 percent (as of 1998, for the FY 1999 budget) will take place in annual increments of five percent, as provided for in the City's *Long-Range Fiscal Analysis*. The reduction of fund balance dollars will be used for pay-as-you-go financing for capital improvements or for other one-time capital items. The purpose of this unreserved balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services to residents. Use of these funds below the required level must be approved by specific action of the Mayor and Council.

## Financial Management Policies

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### **Capital Financing and Debt Management Policies, continued**

10. To the extent that unreserved General Fund fund balance exceeds the target, the City will draw upon the fund balance to provide pay-as-you-go financing for capital projects or for other one-time capital items.
11. Annually, a six-year Capital Improvements Program (CIP) plan will be developed analyzing all anticipated capital expenditures by year and identifying associated funding sources. The plan will also contain projections of how the City will perform over the six-year period in relation to the fiscal policies that refer to debt ratios.
12. The first year of the six-year (CIP) and any unspent funds from prior years will be appropriated as part of the annual budget process. The CIP will be appropriated by fund. At least semi-annually, the City Manager will notify the Council of any transfers between projects within a fund.
13. The City will maintain a Capital Projects Monitoring Committee composed of City staff, which will meet not less than once every six months to review the progress on all outstanding projects as well as to revise spending projections.
14. If new project appropriation needs are identified at an interim period during the fiscal year, at the fund level, the appropriations ordinance will be utilized to provide formal budgetary authority for the increase. Any significant impact resulting from the change on the overall CIP and on the debt ratios will be indicated at that time.
15. Each year, a closing resolution will be submitted to the Mayor and Council to obtain formal authorization to close completed capital projects. The unexpended appropriations for these projects will be returned to the fund from which the appropriations were made.


## Mayor and Council 2003-2005 Goals


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At the beginning of the 2003-2005 term, the Mayor and Council initiated a goal-setting process and developed their 2003-2005 work plan. With direct citizen participation through a community summit, the Mayor and Council identified important principles for guiding City policies and decisions that resulted in five long-term goals. They then prioritized 25 expected outcomes among those five goals to be pursued during 2004 and 2005. The Mayor and Council have requested regular reviews on the progress of their goals. This section outlines the goals and expected outcomes that staff has been directed to achieve in partnership with the Mayor and Council and Rockville residents.


The Mayor and Council goals and expected outcomes provide a major focus for the City's work plan. The Mayor and Council's five goals are listed below. Next to each goal is an icon used throughout this document to demonstrate which department goals, division FY 2005 objectives, Capital Improvements Program (CIP) area goals, and individual CIP projects support each of the Mayor and Council's goals.

Create a Vibrant Town Center **TC**

Ensure New Development Citywide Enhances Rockville's Quality of Life 

Improve Pedestrian and Traffic Safety 

Strengthen Rockville's Neighborhoods and Sense of Community 

Enhance the City Government's Performance 

### **Create a Vibrant Town Center TC**

#### *Objectives*

- To create a Town Center that will be the heart of the Rockville community and that will be distinctive, special, and "uniquely Rockville."
- To ensure that Town Center redevelops in a manner that respects and protects surrounding neighborhoods.
- To keep future development in Town Center aligned with road capacity, school capacity, and other infrastructure.

#### *Expected Outcomes*

1. Approve final design details for the Town Square project.
2. Provide parking that will be distinctly "user-friendly."
3. Design and build a new cultural arts center.
4. Set the stage for redevelopment of the Stonestreet Avenue corridor (develop a vision and implement a plan to achieve that vision).
5. Set the stage for redevelopment of the block north of Beall Avenue (develop a vision and implement a plan to achieve that vision).
6. Develop and implement a comprehensive transportation plan for Town Center to:
  - Enhance the safety and mobility for pedestrians, bicyclists, and motorists.
  - Protect the character and integrity of surrounding neighborhoods.
  - Foster increased use of mass transit.
  - Provide a local loop shuttle service to connect the Rockville Metro/MARC station, Town Center, and the surrounding neighborhoods.
7. Explore new options for targeted senior housing in Town Center.
8. Secure additional investment by other levels of government.

# Mayor and Council 2003-2005 Goals

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## **Ensure New Development Citywide Enhances Rockville's Quality of Life**

### *Objectives*

- To shape and manage growth and development proactively.
- To keep new growth aligned with road capacity, school capacity, and other infrastructure.
- To provide land use regulations and policies suitable to an urbanizing environment.
- To transform the Rockville Pike corridor and the area around the Twinbrook Metro station into community assets.

### *Expected Outcomes*

1. Adopt an Adequate Public Facilities Ordinance (APFO).
2. Review and revise the City's zoning ordinances.
3. Review and revise the City's reforestation requirements.
4. Review and revise the Rockville Pike Corridor Plan.
5. Set the stage for redevelopment of the area around the Twinbrook METRO station (develop a vision and implement a plan to achieve that vision).

## **Improve Pedestrian and Traffic Safety**

### *Objectives*

- To provide a safe and inviting transportation network and environment for pedestrians and bicyclists.
- To address problem areas in neighborhoods where speeding traffic and/or high volumes of automobile traffic negatively impact the character and/or safety of the neighborhood.

### *Expected Outcomes*

1. Improve pedestrian safety along state roads in Rockville, in collaboration with the County and State governments.
2. Continue implementing traffic-calming solutions to address speeding and traffic volumes on neighborhood streets.
3. Address neighborhood access issues at the most problematic intersections, such as the intersection of Edmonston Drive and Lewis Avenue.
4. Enhance traffic enforcement by Rockville Police.

## **Strengthen Rockville's Neighborhoods and Sense of Community**

### *Objectives*

- To protect property values and ensure a consistent level of property maintenance citywide.
- To enhance public safety.
- To expand the stock of affordable housing and foster home ownership.
- To leverage Rockville's rich diversity.
- To enhance community-oriented policing.

### *Expected Outcomes*

1. Develop and implement a plan to:
  - Reduce the number of property maintenance violations.
  - Reduce the time required to resolve property maintenance violations.
  - Reduce recidivism rates among property maintenance violators.
2. Enhance community-oriented police programs, such as outreach programs to local schools and park patrols.
3. Explore new initiatives to expand affordable housing, with a particular focus on housing for seniors.
4. Identify opportunities to include diverse communities, cultures, and age groups in our community.

## Mayor and Council 2003-2005 Goals

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### **Enhance the City Government's Performance**

#### *Objectives*

- To always strive to “do more with less.”
- To achieve best-in-class levels of customer satisfaction.
- To hold the City government accountable for its performance.
- To focus the City government’s limited resources on activities and initiatives with the highest impact.

#### *Expected Outcomes*

1. Identify and achieve stretch targets for cost and service quality improvements.
2. Implement the disciplines of project management and milestone tracking for major initiatives and projects.
3. Identify and implement strategic performance measures in order to assess:
  - Cost performance.
  - Customer satisfaction.
  - Progress on major initiatives and projects.
4. Redirect the City government’s resources, as necessary to achieve strategic goals and objectives.

## Department Goals

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The Mayor and Council 2003-2005 goals and objectives focus the workplan for the organization. The Mayor and Council goals are linked to department goals, division objectives, and CIP program area goals to show a unity of support throughout the document by noting the appropriate icon indicated below.

The following are the Mayor and Council's five goals (followed by the representative icon), the FY 2005 objectives for each goal (solid circular bullets), and the departments addressing the objective (dash).

### Create a Vibrant Town Center **TC**

- To create a Town Center that will be the heart of the Rockville community and that will be distinctive, special, and "uniquely Rockville."
  - Mayor and Council, City Manager, Community Planning and Development Services, Finance, Recreation and Parks
- To ensure that Town Center redevelops in a manner that respects and protects surrounding neighborhoods.
  - City Manager, Community Planning and Development Services, Public Works, Recreation and Parks
- To keep future development in Town Center aligned with road capacity, school capacity, and other infrastructure.
  - Community Planning and Development Services, Public Works

### Ensure New Development Citywide Enhances Rockville's Quality of Life

- To shape and manage growth and development proactively.
  - Mayor and Council, Community Planning and Development Services
- To keep new growth aligned with road capacity, school capacity, and other infrastructure.
  - Community Planning and Development Services, Public Works
- To provide land use regulations and policies suitable to an urbanizing environment.
  - Mayor and Council, Community Planning and Development Services, Recreation and Parks
- To transform the Rockville Pike corridor and the area around the Twinbrook Metro station into community assets.
  - Community Planning and Development Services

### Improve Pedestrian and Traffic Safety

- To provide a safe and inviting transportation network and environment for pedestrians and bicyclists.
  - Police, Public Works, Recreation and Parks
- To address problem areas in neighborhoods where speeding traffic and/or high volumes of automobile traffic negatively impact the character and/or safety of the neighborhood.
  - Police, Public Works



## Department Goals

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### Strengthen Rockville's Neighborhoods and Sense of Community

- To protect property values and ensure a consistent level of property maintenance citywide.
  - Neighborhood and Community Services, Police, Public Works
- To enhance public safety.
  - Police
- To expand the stock of affordable housing and foster home ownership.
  - Community Planning and Development Services
- To leverage Rockville's rich diversity.
  - Mayor and Council, City Manager, Community Planning and Development Services, Neighborhood and Community Services
- To enhance community-oriented policing.
  - Police

### Enhance the City Government's Performance

- To always strive to “do more with less.”
  - City Manager, Finance, Information and Technology, Personnel, Public Works, Recreation and Parks
- To achieve best-in-class levels of customer satisfaction.
  - All departments
- To hold the City government accountable for its performance.
  - City Manager, Finance, Personnel, Public Works, Recreation and Parks
- To focus the City government's limited resources on activities and initiatives with the highest impact.
  - City Manager, Finance, Information and Technology, Personnel, Public Works, Recreation and Parks

## Summary of Major Policy Documents

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The following policy documents guide the City's strategic planning and ongoing operations:

### **City Charter**

The City of Rockville became incorporated through the adoption of a City Charter in 1860. The Charter empowers the City to pass ordinances, in accordance with the laws of the State of Maryland, necessary for the good government of the City. For additional information, please contact the City Clerk's Office at (240) 314-8280.

### **City Code**

The City Code contains all general and permanent ordinances of the City of Rockville. These ordinances are codified in accordance with state law. For additional information, please contact the City Clerk's Office at (240) 314-8280 or visit the City's Web site, [www.rockvillemd.gov](http://www.rockvillemd.gov).

### **Long-Range Fiscal Analysis**

In July 2000, the City contracted with Tischler & Associates, Inc to develop a fiscal analysis model that can analyze whether revenues generated by different growth scenarios are sufficient to cover the resulting costs for service and facility demands placed on the City. The model, which can be updated annually by City staff, provides specific information for defined growth areas, such as King Farm or Town Center, as well as consolidated data for growth areas combined. The assumptions underlying the model can be changed readily to answer a variety of "what-if" queries. The length of time covered by the model provides needed information for decision-making in the annual budget and capital improvements program process.

The first report generated by the model was produced in November 2001 and covered the period FY 2002 – FY 2014. The results of this report were used to set initial spending targets for the Operating Budget and the Capital Improvements Program during the FY 2003 budget development process. The model is expected to be updated internally approximately every other year and presented to the Mayor and Council prior to the annual budget process; no update was prepared for FY 2005. The Long-Range Fiscal Analysis replaces the ten-year Strategic Plan, prepared in FY 1998 and updated the following year. For additional information, please contact the Department of Finance at (240) 314-8400.

### **Master Plan**

The current Master Plan was adopted in November 2002. This document is a tool for guiding and accomplishing the coordinated and harmonious future development of the City. The broad vision of the Master Plan is that Rockville will continue to emphasize the characteristics of a small town, offer an excellent quality of life, provide a responsive government, and have a distinct identity tied to its history. In general, the plan reaffirms the City's commitment to the integrity of neighborhoods, a variety of housing options, Town Center, the environment, open space, parks and recreation, and a multi-modal transportation system. The Master Plan provides:

- A factual basis for making major planning and zoning decisions.
- A guide for planning capital improvements and public services.
- A framework for the creation of detailed neighborhood plans.
- Assistance in coordinating decision-making between public and private interests.

For additional information, please contact the Department of Community Planning and Development Services at (240) 314-8200 or visit the City's Web site, [www.rockvillemd.gov](http://www.rockvillemd.gov).

# Summary of Major Policy Documents

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## **Neighborhood Plans**

Neighborhood plans integrate local concerns with long-range planning policies and programs at the citywide level. Rockville is divided into 18 planning areas. Neighborhood plans are amendments to the Master Plan that address and expand on the development strategy for each of these planning areas. These plans must comply with the goals and objectives of the Master Plan.

Neighborhood plans typically address major aspects of development:

1. Land use and zoning
2. Housing
3. Circulation (i.e., traffic, mass transit, bicycling/pedestrian issues)
4. Community services and facilities
5. Environment

Major Neighborhood Plans include:

- Twinbrook, adopted February 1982
- East Rockville, adopted March 2004
- Lincoln Park, adopted April 1984 <sup>(1)</sup>
- Hungerford/New Mark Commons/ Monroe - Lynfield, adopted March 1985
- Westmont (Tower Oaks), adopted March 1985
- Rockville Pike Corridor, adopted April 1989
- West End-Woodley Gardens East/West, adopted September 1989
- Town Center Master Plan, adopted October 2001

<sup>(1)</sup> *The Lincoln Park Neighborhood Plan is being updated with adoption expected in August 2004.*

For additional information, please contact the Department of Community Planning and Development Services at (240) 314-8200.

## **Watershed Management Plans**

High levels of runoff and urban pollutants from existing development in Rockville exacerbate stream erosion and degrade water quality and aquatic life. To address these problems, management plans have been developed for the City's three watersheds to evaluate stream conditions, identify locations of needed improvements, and recommend CIP projects for stormwater management and stream restoration. Rockville's watershed management plans contribute to the region-wide effort to improve the Chesapeake Bay. Our watershed plans support the goals of the voluntary C2K (Chesapeake Bay Agreement) initiatives, as well as the mandatory TMDL (Total Maximum Daily Loads) requirements imposed through the Clean Water Act. Additionally, our watershed plans are a component of the mandatory NPDES (National Pollutant Discharge Elimination System) requirements, which also is imposed through the Clean Water Act.

The plans evaluate five areas:

1. Natural resource protection and environmental quality
2. Recreation and park preservation needs
3. Neighborhood concerns
4. City infrastructure protection
5. Stormwater management and stream restoration goals

# Summary of Major Policy Documents

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## **Watershed Management Plans, continued**

The Watershed Management Plans are:

- Cabin John Creek Watershed Management Plan, adopted February 1996
- Rock Creek Watershed Management Plan, adopted April 2000
- Watts Branch Watershed Management Plan, adopted August 2001

These watershed plans are reviewed and updated approximately every ten years. For additional information, please contact the Department of Public Works at (240) 314-8500 or look on the City's Web site under City Projects, [www.rockvillemd.gov](http://www.rockvillemd.gov).

## **Water and Wastewater System Studies**

Rockville's water and wastewater infrastructure is periodically analyzed to look at the ability to provide sufficient capacity for the Master Plan level of development. In 1994, the water system was comprehensively studied to determine deficiencies and develop capital improvement projects to correct the deficiencies. In some cases, the system inadequacies are caused by age and normal deterioration. In most cases, problems are ameliorated by the "cleaning and lining" projects. In other cases, deficiencies develop due to increased levels of development causing the existing infrastructure to be undersized. Typically, these problems are corrected by adding new water lines or increasing the size of the existing water mains. The *1994 Pitometer Water System Study* was augmented in 2000 by a study of the area around the Thomas Farm resulting in additional system improvements and again in 2004 by a study of Town Center. The next comprehensive water system analysis is scheduled for 2006.

Rockville periodically examines its three sewer sheds, Cabin John, Rock Creek, and Watts Branch, to determine what upgrades, if any, are needed to convey sewage associated with projected levels of development. In 2003, a comprehensive, three-year Sanitary Sewer Evaluation Study (SSES) was initiated in Cabin John. This study will determine the location of high levels of infiltration and inflow in the sewer system that can be cost-effectively removed. A portion of the Rock Creek basin is being evaluated. Recommendations are expected in 2005. The Watts Branch sewer shed was studied in 1996, resulting in system improvements that already have been implemented. For additional information, please contact the Department of Public Works at (240) 314-8500 or look on the City's Web site under City Projects, [www.rockvillemd.gov](http://www.rockvillemd.gov).

## **Environmental Guidelines**

Adopted in 1999, the *Environmental Guidelines* establish a comprehensive and cohesive method to protect the City's natural resources during and after the development process. They identify existing natural resources and present various environmental management strategies and criteria to govern development within the City of Rockville. For additional information, please contact the Department of Community Planning and Development Services at (240) 314-8200. This document is posted on the City's Web site, [www.rockvillemd.gov](http://www.rockvillemd.gov).

# Directory of Officials and Boards and Commissions

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## Mayor and Council

Larry Giammo	Mayor	(240) 314-8291
Robert E. Dorsey	Councilmember	(240) 314-8292
John F. Hall, Jr.	Councilmember	(240) 314-8293
Susan R. Hoffmann	Councilmember	(240) 314-8294
Anne M. Robbins	Councilmember	(240) 314-8295

## Boards and Commissions

<u>Board or Commission</u>	<u>Chairperson</u>	<u>Staff Liaison</u>	<u>Staff Phone Number</u>
Animal Matters Board	Lucille Roberts	Mike England	(240) 314-8913
Board of Appeals	Roy Deitchman	Castor Chasten	(240) 314-8223
Board of Supervisors of Elections	Doris Ecelbarger	Claire Funkhouser	(240) 314-8280
Compensation Commission	Bridget Newton	Claire Funkhouser	(240) 314-8280
Cultural Arts Commission	John Moser	Betty Wisda	(240) 314-8681
Environment Commission	Faith Klareich	Jim Wasilak	(240) 314-8211
Historic District Commission	Anita Neal Powell	Judy Christensen	(240) 314-8232
Human Rights Commission	Michael Berman	Janet Kelly	(240) 314-8316
Human Services Advisory Commission	Ann Reiss	Mary Lou Jacobs	(240) 314-8303
Landlord-Tenant Affairs Commission	Mary Vaarwerk	Raymond Logan	(240) 314-8320
Personnel Appeals Board	Irving Shapiro	Richard Hajewski	(240) 314-8470
Planning Commission	Frank Hilton	Bob Spalding	(240) 314-8222
Recreation and Park Advisory Board	Vincent Boylan	Burt Hall	(240) 314-8600
Retirement Board	Allen Gorrelick	Donna Boxer	(240) 314-8400
Rockville Housing Enterprises	Wilma Bell	Edward Duffy	(301) 424-8206
Rockville Seniors Inc	Ron Barber	Jill Hall	(240) 314-8802
Rockville Sister City Corporation	David L'Heureux	Chris Heckhaus	(240) 314-8603
Senior Citizens Commission	Ciriaco Gonzales	Lorraine Schack	(240) 314-8812
Sign Review Board	Robert Turner	Linda MacDermid	(240) 314-8242
Traffic and Transportation Commission	Richard Resnick	Larry Marcus	(240) 314-8505

In FY 2003, the Mayor and Council decided that each member of the governing body would serve as a liaison to certain boards and commissions. The following represents the participation of each member of the Mayor and Council:

**Mayor Larry Giammo:** Planning Commission; Sign Review Board.

**Councilmember Robert E. Dorsey:** Animal Matters Board; Human Rights Commission; Landlord/Tenant Affairs Commission; Rockville Housing Enterprises.

**Councilmember John F. Hall, Jr.:** Board of Supervisors of Elections; Environmental Commission; Personnel Appeals Board; Retirement Board; Traffic and Transportation Commission.

**Councilmember Susan R. Hoffmann:** Board of Appeals; Cultural Arts Commission; Historic District Commission; Recreation and Park Advisory Board; Senior Citizens Commission.

**Councilmember Anne M. Robbins:** Compensation Commission; Human Services Advisory Commission; Rockville Seniors, Inc.; Rockville Sister City Corporation.

## Directory of Management Team

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### Management Team

Donna J. Boxer	Director of Finance	(240) 314-8400
Michael Q. Cannon	Director of Information and Technology	(240) 314-8162
Arthur D. Chambers	Director of Community Planning and Development Services	(240) 314-8200
Eugene H. Cranor	Director of Public Works	(240) 314-8500
W. Bowman Ferguson	Assistant to the City Manager	(240) 314-8105
Claire F. Funkhouser	City Clerk/Treasurer	(240) 314-8280
Paul T. Glasgow	City Attorney	(240) 314-8150
Neil H. Greenberger	Public Information Manager	(240) 314-8115
Richard J. Hajewski	Director of Personnel	(240) 314-8470
Burton R. Hall	Director of Recreation and Parks	(240) 314-8600
Jennifer Kimball	Assistant to the City Manager	(240) 314-8104
Catherine Tuck Parrish	Acting City Manager	(240) 314-8100
Guerdon H. Stuckey	Director of Neighborhood and Community Services	(240) 314-8300
Terrance N. Treschuk	Chief of Police	(240) 314-8910

## Boards and Commissions Descriptions

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**Animal Matters Board** - A four-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Board mediates petitions; provides written recommendations to the Chief of Police; provides education and counseling on responsible ownership, maintenance, and treatment of animals; and provides advice and recommendations to the Mayor and Council on matters related to the care, training, maintenance, and regulation of animals within the City. (Chapter 3, Rockville City Code)

**Board of Appeals** - A three-member body appointed by the Mayor and Council to serve three-year terms. The Board is charged with the responsibility of hearing and deciding all appeals and applications for variances and special exceptions, as provided for in the Zoning Ordinance of the City of Rockville. (Chapter 25, Rockville City Code)

**Board of Supervisors of Elections** - A five-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Board is charged with the conduct of all City elections, registration of voters, and the keeping of records in connection with these functions. (Chapter 8, Rockville City Code and Article III, Charter of the City of Rockville)

**Compensation Commission** - A five-member body whose members are appointed by the Mayor and Council to serve six-year terms. Established in 1994, the Commission is charged with reviewing the compensation of the Mayor and Council every two years and recommending annual compensation for the five elected officials of the City. (Chapter 2, Rockville City Code)

**Cultural Arts Commission** - An eleven-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Commission is responsible for the encouragement of arts and culture in the City for the benefit of Rockville citizens. In addition, the Commission recommends to the Mayor and Council appropriate programs, activities, and utilization policies of the City facilities to add to the further development of Rockville as a cultural center. (Chapter 4, Rockville City Code)

**Environment Commission** - A nine-member body with backgrounds in science, the environment, and education, as well as a student member, whose members are appointed by the Mayor and Council to serve three-year terms. The Commission is responsible for a work program that includes recommending policies and procedures relating to the environment, watershed stewardship and protection, and promoting a sustainable community through initiatives related to natural resource management and development, energy efficiency, pollution and public education. (Resolution No. 20-02)

**Historic District Commission** - A five-member body whose members are appointed by the Mayor and Council to serve three-year terms. The members represent a demonstrated special interest, experience, or knowledge in the fields of architecture, history, preservation, or urban design. The Commission is charged with recommending the boundaries of the districts that are deemed to be of historic or architectural value in the City of Rockville and in reviewing applications for construction or changes in the historic districts. (Chapter 25, Rockville City Code)

**Human Rights Commission** - An eleven-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Commission provides community mediation to resolve disputes, as well as adjudicate cases of discrimination occurring in the City. Commissioners sponsor training in mediation and organize City events such as the annual Dr. Martin Luther King, Jr. celebration. (Chapter 11, Rockville City Code)

**Human Services Advisory Commission** - An eleven-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission assists the Mayor and Council in deciding appropriate City roles in human services; conducting an annual assessment of critical human service needs and developing recommendations on whether resources should be reallocated to meet these needs; exploring ways to develop new or enhanced services in areas identified as serious problems; and participating in oversight and evaluation activities to ensure accountability and cost-effectiveness of City and outside providers of human services. (Resolution No. 3-97)

## Boards and Commissions Descriptions

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— Continued —

**Landlord-Tenant Affairs Commission** - A seven-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission provides a forum for adjudicating differences or disputes between landlords and tenants. (Chapter 18, Rockville City Code)

**Personnel Appeals Board** - A three-member body whose members are appointed by the Mayor and Council to serve four-year terms. The Board is charged with hearing appeals filed by employees of the City of Rockville in cases of suspension, demotion, or dismissal action taken by the City Manager for disciplinary reasons. (Chapter 15, Rockville City Code)

**Planning Commission** - A seven-member body whose members are appointed by the Mayor and Council to serve five-year terms. The Commission is charged with formulating and revising a Master Plan for the City of Rockville. The Commission also reviews and makes recommendations to the Mayor and Council on applications for Map and Text Amendments; reviews and makes recommendations to the Board of Appeals on all Special Exception Applications; reviews and decides on applications for use permits; reviews and approves all subdivision plans; and initiates and conducts such other planning studies and functions as are necessary in the overall planning operation of the City. (Chapter 25, Rockville City Code)

**Recreation and Park Advisory Board** - A nine-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Board is charged with encouraging the development of desirable recreation and park facilities in the City and recommending those programs for young people and adults that suitably reflect the needs of the citizens. One board member position is filled by a youth. (Chapter 14, Rockville City Code)

**Retirement Board** - A seven-member body whose members are appointed by the Mayor and Council to serve two-year terms. The Board exists for the purpose of generally directing the affairs of the City's retirement system and reviewing its investment policy. (Chapter 15, Rockville City Code)

**Rockville Seniors Inc (RSI)** - This eleven-member non-profit corporation was created by the Mayor and Council for the purpose of ensuring that the quality of life for all Rockville senior citizens is improved through the properly supported Rockville Senior Center. The corporation does this by generating positive interest from the community to raise funds to maintain and improve the Rockville Senior Center.

**Rockville Sister City Corporation** - This thirteen-member non-profit corporation was organized to support educational and charitable programs and to provide a continuing relationship between the citizens of Rockville and of Pinneberg, Germany.

**Senior Citizens Commission** - A nine-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Commission is charged with proposing programs, activities, and legislation to meet the needs of senior citizens in Rockville and with conducting studies necessary to determine those needs. (Resolution Nos. 62-69, 21-70, and 30-73)

**Sign Review Board** - A four-member body whose members are appointed by the Mayor and Council to serve three-year terms. The Board reviews applications for sign permits and may grant modifications from sign regulations where applicable. (Chapter 25, Rockville City Code)

**Traffic and Transportation Commission** - A nine-member body appointed by the Mayor and Council to serve two-year terms. The purpose of the Commission is to advise the Mayor and Council and the Planning Commission on all traffic matters in the City and to make appropriate recommendations. (Resolution Nos. 28-72 and 3-76)